

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES  
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper MEDICAID services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

**SENIOR INTERNAL AUDITOR**

Role Title: Auditor II

Position # 00399

Pay Band 5, Hiring Range: up to \$85,745

Closing Date: **August 5, 2013**

Internal Audit Division - This position develops formal audit work plans for all assigned work, and then conducts financial, compliance, operational, program audits and concurrent tests under the direction of the IA Director. Additionally, this position is responsible for developing and implementing a comprehensive testing program for MMIS claims processing and payment, utilizing SAS resources, ACL software, and Excel software. The incumbent evaluates claims processing and payment accuracy and recommends corrective action such as modifications to system edits or recoupment of improper payments. The incumbent helps to ensure that internal controls are maintained, operations function efficiently, and that DMAS, contractor and Fiscal Agent business processes operate in accordance with applicable laws, regulations and established procedures. Requires progressively responsible auditing experience and considerable knowledge of the federal grants environment (specifically as applicable to Medicaid) and knowledge of the Medicaid Program in general. Requires knowledge of auditing standards in a wide range of operational and organizational situations. Must have experience conducting concurrent audit tests and/or conventional audits, and have demonstrated ability reaching logical conclusions and making sound recommendations. Must have demonstrated experience interpreting and applying pertinent laws and regulations. Requires PC skills for word processing software, spreadsheet, and database applications, and knowledge of information system concepts and computer assisted auditing techniques. Prefer extensive experience and skills in the use of SAS, ACL, and Excel software to search, query, and analyze extremely large data files. Requires ability to organize materials and make effective presentations. Prefer degree with major study in accounting, information systems, business administration, or related field. Prefer certification as a CIA, CPA, CISA, or CFE. This position is required to complete a Statement of Economic Interests annually.

**ONLINE STATE APPLICATION REQUIRED**

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

**FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED**

Receptionist: 804-786-5408, TDD 800-343-0634

**Web Sites for Vacancy Listings**

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: <http://www.dmas.virginia.gov>

**Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.**

**EEO/AA/ADA**